



## Understanding the Student Bar Code Label Process for the 2006-2007 School Year

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Arizona Department of Education

# Arizona Instrument to Measure Standards (AIMS)

## Student Bar Code Labels

Fiscal Year 2007

- Frequently Asked Questions

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## 1 When will the test label file be extracted from SAIS?

The ADE will create the test label extract file for the 2006-07 school year. CTB/McGraw-Hill will produce test labels from the extract file sent to them by ADE. Data reported to the Student Accountability Information System (SAIS) will be used to provide the needed student test label information. Please refer to the AIMS Testing timeline at Appendix A for specific dates.

## 2 How do I assign a student a “Group Name?”

A student can be assigned a “Group Name” using the SAIS Student Test Label transaction (022). The testing group name will be used to sort the labels within a grade. Typically, the group name contains the Teacher’s name.

## 3 What if I don’t want to use “Group Name?”

If you do not want to use “Group Name,” your labels will be sorted alphabetically by grade for each school. There is no need to send in a Student Test Label Transaction in this instance.

## 4 What student demographic information will be sent to the testing company – CTB McGraw-Hill?

The following SAIS information in Table 1 will be sent to create a label for a student.

### Data Types:

N: Numeric – Valid characters are 0-9

A: Alphabetic – Valid characters are A-Z

AN: Alphanumeric – Valid characters are A-Z, 0-9, and space

**Table 1 – Master Test Label File Specification**

| Field Name in Pre-id File          | Data Type | Start | Length | Valid Values / Rules  | Source              |
|------------------------------------|-----------|-------|--------|---|---------------------|
| District Number (AZ entity number) | N         | 01    | 5      | Valid district numbers which are identified in the district and school file | Production Database |
| School Number (AZ entity number)   | N         | 06    | 5      | Valid school numbers which are identified in the district and school file   | Production Database |
| District Name                      | AN        | 11    | 15     | The district name will be retrieved from district and school file           | Production Database |
| School Name                        | AN        | 26    | 15     | The school name will be retrieved from district and school file             | Production Database |
| Grade                              | AN        | 41    | 2      | 9,10, 11, 12, Blank   | SAIS Enrollment     |



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| Field Name in Pre-id File | Data Type | Start | Length | Valid Values / Rules  | Source                      |
|---------------------------|-----------|-------|--------|---|-----------------------------|
| Student's Last Name       | A         | 43    | 20     |   | SAIS Enrollment             |
| Student's First Name      | A         | 63    | 15     |   | SAIS Enrollment             |
| Student's Middle Initial  | A         | 78    | 1      |   | SAIS Enrollment             |
| Filler                    | A         | 79    | 2      | Blank   | N/A                         |
| SAIS Number               | N         | 81    | 8      | Exclude values outside the range<br>530000 - 30000000<br>Right justified  | SAIS Enrollment             |
| Student ID Number         | N         | 89    | 10     |   | SAIS Enrollment             |
| <b>Date of Birth</b>      | N         | 99    | 8      |   | Fatal                       |
| Month                     | N         | 99    | 2      | 01-12   | Fatal                       |
| Day                       | N         | 101   | 2      | 01-31   | Fatal                       |
| Year                      | N         | 103   | 4      | 1980-1999   | Fatal                       |
| Gender                    | A         | 107   | 1      | F = Female, M<br>M = Male   | Fatal                       |
| Group Name                | A         | 108   | 15     | Teacher Name  | SAIS Test Label Transaction |
| Cohort Group              | N         | 123   | 2      | 06 = 2006 and below<br>07 = 2007<br>08 = 2008   | SAIS - Calculated           |
| Ethnic Background         | N         | 125   | 1      | 1. White (Not Hispanic)<br>2. Black or African American (Not Hispanic)<br>3. Hispanic or Latino<br>4. American Indian or Alaskan Native<br>5. Asian or Pacific Islander | SAIS Enrollment Transaction |



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| Field Name in Pre-id File                                | Data Type | Start | Length | Valid Values / Rules  | Source                                |
|--|-----------|-------|--------|---|---------------------------------------|
| Did the student start this school year at this school?   | A         | 126   | 1      | Y= Yes; N= No<br>If the student enrolled in the school within the first 2 weeks, the value will be "Y"; otherwise it will be "N". | SAIS - Calculated                     |
| Number of years in the School                            | N         | 127   | 1      | 0 = Less than 1<br>1 = 1<br>2 = 2<br>3 = 3<br>4 = 4<br>5 = 5<br>6 = 6<br>7 = more than 6  | SAIS - Calculated                     |
| Did the student start this school year at this district? | A         | 128   | 1      | Y= Yes; N= No   | SAIS - Calculated                     |
| Primary Language   | N         | 129   | 1      | 1 = English<br>2 = Spanish<br>3 = Navajo<br>4 = Other   | SAIS Enrollment Transaction           |
| <b>Special Program Membership</b>                        | AN        | 130   | 7      |   |                                       |
| Title I  | AN        | 130   | 1      | Y = Yes; Blank = No   | SAIS Transaction 015, where available |
| English Language Learner                                 | AN        | 131   | 1      | Y = Yes; Blank = No   | SAIS Transaction 013, where available |
| Blank  | AN        | 132   | 1      | Blank   | N/A                                   |
| Migrant Education  | AN        | 133   | 1      | Y = Yes; Blank = No   | COEStar / SAIS, where available       |



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| Field Name in Pre-id File  | Data Type | Start | Length | Valid Values / Rules  | Source                                |
|--|-----------|-------|--------|---|---------------------------------------|
| Special Education  | AN        | 134   | 1      | Y = Yes; Blank = No   | SAIS Transaction 014, where available |
| Gifted Education   | AN        | 135   | 1      | Y = Yes; Blank = No   | SAIS Transaction 015, where available |
| Blank  | AN        | 136   | 1      | Blank   | N/A                                   |
| Blank  | AN        | 137   | 1      | Blank   | N/A                                   |
| Level of English Proficiency (Question 7)  | AN        | 138   | 1      | 1 = ELL (English Language Learner)<br>2 = FEP (Fluent English Proficient)<br>Blank  | SAIS Transaction 012, where available |
| Beginning in Grade 1, number of years classified as identified in Question 7, including the current school year. | AN        | 139   | 1      | 0 = Records not available<br>1 = 1<br>2 = 2<br>3 = 3<br>4 = 4 or more<br>Blank  | SAIS – Calculated; where available    |
| In what type of ELL Program is the student enrolled? (Question 9)  | AN        | 140   | 1      | 1 = Structured English Immersion<br>2 = Mainstream English Classroom<br>3 = Waiver 1<br>4 = Waiver 2<br>5 = Waiver 3<br>Blank | SAIS Transaction 013, where available |
| Number of years in the ELL Program identified in Question 9, including the current school year                   | AN        | 141   | 1      | 0 = Records not available<br>1 = 1<br>2 = 2<br>3 = 3<br>4 = 4 or more<br>Blank  | SAIS – Calculated; where available    |
| <b>Disabilities</b>  | AN        | 142   | 14     |   |                                       |
| Speech/Language  | AN        | 142   | 1      | Y = Yes; Blank = No   | SAIS Transaction                      |



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| Field Name in Pre-id File    | Data Type | Start | Length | Valid Values / Rules | Source                                       |
|------------------------------|-----------|-------|--------|----------------------|--|
| Impairment                   |           |       |        |                      | 011 or 014, where available                  |
| Mild Mental Retardation      | AN        | 143   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Specific Learning Disability | AN        | 144   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Emotional Disability         | AN        | 145   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Moderate Mental Retardation  | AN        | 146   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Visual Impairment            | AN        | 147   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Hearing Impairment           | AN        | 148   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Other Health Impairments     | AN        | 149   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Orthopedic Impairment        | AN        | 150   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |





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| Field Name in Pre-id File                            | Data Type | Start | Length | Valid Values / Rules | Source                                       |
|--|-----------|-------|--------|----------------------|--|
| Traumatic Brain Injury                               | AN        | 151   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Multiple Disabilities                                | AN        | 152   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Multiple Disabilities with Severe Sensory Impairment | AN        | 153   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Autism   | AN        | 154   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |
| Severe Mental Retardation                            | AN        | 155   | 1      | Y = Yes; Blank = No  | SAIS Transaction 011 or 014, where available |

- The district number, school number, district name, and school name information will be retrieved from District and School File of the Production Database which is provided by the Fulfillment Department. The district name and school name on the barcode labels will be printed as in the District and School File, not from the file provided by ADE
- If the data type is "A" (alphabetic), the Barcode application blanks any special characters in the value of the field. Example of specific characters are "\_", " ", "\*". For example; if the last name of the student is "O'Neil", the barcode application will convert the value to "O Neil". The student last name will be printed as "O Neil" on the barcode label. The "-" will also be removed from the first and last name as well as any other special characters.



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- The lower case data is converted to the uppercase by the barcode process.
- **SAIS Number** is the unique number that represents the students. Every record will have unique SAIS Number. Student Id Number should not be used to differentiate the students within the barcode process. Barcodes will not be created for students without SAIS numbers.
- **Group Name** can be used as Teacher Name in the barcode process. We don't have separate Teacher Name field other than the group name.
- **Student First Name / Last Name:** The Master Label and Student Barcode Labels will print a maximum of 18 characters for the full student name (Last name, First name, Middle Initial -including spaces and comma). If the student's full name is greater than 18 characters, the following rules will be applied.
  1. If the student's full name, including spaces and comma is greater than 18 characters, one character will be removed from the end of the **first name**.
  2. If the full name is still greater than 18 characters, then another character will be removed from the end of the **last name**.
  3. If the full name is still greater than 18 characters, one character will again be removed from the end of the **first name**.
  4. If the full name is still greater than 18 characters, one character will again be removed from the end of the **last name**.

A maximum of four characters will be removed from the worst case 22 character full name to bring the full name down to 18 characters.

For an 11 character last name, 7 character first name, and one character middle initial, a total of two characters will be removed from the end of the first name and two characters will be removed from the end of the last name.

For a 10 character last name, 7 character first name, and one character middle initial, two characters will be removed from the end of the first name and one character will be removed from the last name.

For a 9 character last name, 7 character first name, and one character middle initial, one character will be deleted from the end of the first name and one character will be removed from the end of the last name.



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### **5 How do I get a list of those students that will have a label created for this school year?**

The ADE provides the ability to view a list of student names sent to CTB for AIMS Label creation. The report – SdTEST02 Test Labels Report – is available at the district level. SdTEST02 contains the following information:

- District ID (CTDS)
- District Name
- District Number
- Test Type
- School CTDS
- School Name
- School Number
- SAIS ID
- Last Name
- First Name
- Date of Birth
- Gender
- Ethnic Background
- Grade
- Cohort
- Group Name

Results are returned alphabetically by school name within the district, then alphabetically by student last name within the school.

### **6 What should I do for students that are enrolled after the label file has been created by the ADE?**

Students that enroll after the label file has been created will not receive a bar code label. The demographic data for these students will have to be hand bubbled on the students' answer documents using the instructions in the Test Administration Manual.

### **7 How do I get Braille and Large Print Test Books for my students who need them?**

Braille and Large Print versions of the test are to be ordered from CTB/McGraw-Hill during the on-line test enrollment window. Instructions regarding on-line enrollment and the ordering of test materials will be mailed to test coordinators by CTB/McGraw-Hill.

### **8 What happens if I receive labels for students who do not need to be tested or have left the school?**

Do not use the label. Return the label with the non-scorable test materials.



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### Appendix A – AIMS Testing: School Year 2006-2007 Timeline

